



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #16-019

POSTED: December 10, 2015

DEADLINE: December 28, 2015

JOB TITLE: Criminal Justice Information System (CJIS) Analyst 2

JOB CODE: 80724

PAYGRADE: 14

POSITION NUMBERS: 00123803 & 00123288

LOCATION: Georgia Crime Information Center (GCIC)
NCIC Services/Criminal Justice Information Services (CJIS) Unit
GBI Headquarters – Decatur, Georgia

SALARY RANGES: \$32,971 annually

DUTIES AND RESPONSIBILITIES:

Provides support to federal, state and local criminal justice agencies and the general public relating to criminal justice information. Has responsibility for projects and assignments related to CJIS Programs which may include CJIS network, NCIC, Protection Order Registry, Sex Offender Registry, Uniform Crime Reporting or other services provided by the Georgia Crime Information Center.

CJIS Analysts job duties may include update and maintenance of databases, development of procedures and policies, research and problem resolution as well as providing recommendations for changes or improvements for procedures or workflows.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university **AND** two (2) years of related professional experience.

OR

Five (5) years of experience as a CJIS Specialist or equivalent.

Note: Related work experience may be substituted for education on a year-for-year basis if evaluated as equivalent.

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications, preference will be given to applicants with at least 2 years of working knowledge in one or more of the following areas:

- Laws, policies and regulations related to the Criminal Justice Information System (CJIS)
- CJIS network
- CJIS Validation System
- Experience as a Terminal Agency Coordinator (TAC)
- National Instant Criminal Background Check System (NICS)

- Uniform Crime Reporting (UCR)
- Protection Order Registry (POR)
- National Data Exchange (N-DEx)
- Computerized Criminal History (CCH)

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

APPLICANTS MUST SUBMIT:

(2) STATE OF GEORGIA APPLICATIONS TO:

**Georgia Bureau of Investigation
Attn: Office of Human Resources
P. O. Box 370808
Decatur, GA 30037-0808**

Applications may be obtained by clicking the following link: [GBI State Application](#)

- ❖ The Job Vacancy Number, located at the top of this announcement, along with Job Title and Job Code must be listed on applications for this vacancy.
- ❖ **Applications should be filled out carefully and completely. Applications will not be considered that have "see attached" in lieu of completing the work history and job information on the application.**
- ❖ **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- ❖ Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. Applicants who are not selected for an interview will not receive notification.
- ❖ The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- ❖ Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening.
- ❖ Click the following link for a list of [GBI Employment Disqualifiers](#).
- ❖ Due to budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER